

Job Aid:

How to Create a PACE Account, Login, and Register for Training: Guidance for Non-Executive Agency Personnel

This Job Aid shows how to:

- Create a PACE account (for Vendors, Municipalities, and other Non-Executive Agency personnel)
- Login to PACE
- Find OSD Training Courses
- Register for OSD Training Course
- Cancel OSD Training Course

Of Special Note:

This PACE (Performance and Career Enhancement) system is a Web-based LMS (Learning Management System) that provides course registration and tracking, eLearning opportunities, library resources, and more.

Screenshot

Directions

PACE Login

Following are links to the respective agency/department PACE domains. Find your agency/department and click on that link. If you do not see a link for your agency/department, click on the Human Resources Division link to log in to the PACE registration system. If you have questions regarding PACE or course registrations, please call the HRD Site Administrator at 617-878-9878.

Department of State Police

- www.pace.state.ma.us/POI



• [Massachusetts Rehabilitation Commission](#)

- [Municipality/Non-State Government](#)

Operational Services Division

- [Municipality/Non-State Government](#)

Enter this URL in your browser

(www.pace.state.ma.us/osdnonhrcms/default.asp), or follow Steps 1-3.

1. Launch the PACE website by entering the URL www.mass.gov/pace into your internet browser's address box.
2. Click **PACE Login**.
3. Scroll down to the bottom of the listed organizations and click the **Municipality/Non-State Government** link which falls under **Operational Services Division**.

CURRENT PACE ACCOUNT HOLDERS

Enter your **Login ID** and **Password** and click on the **Submit** button. *Proceed to Step 24 to locate a training course.*

TO CREATE AN ACCOUNT

4. Click the **Register** link.



Screenshot

Directions

Create a Login ID and Password

Establish a Login ID and Password to use each time you access the site. The Login ID and Password should consist of at least four letters and/or numbers and the password is case-sensitive

5. Enter a **Login ID** and **Password**, then confirm your password. This will be a temporary password that you must change when first you login to PACE.
6. Click the **Submit** button.

Select an Organization

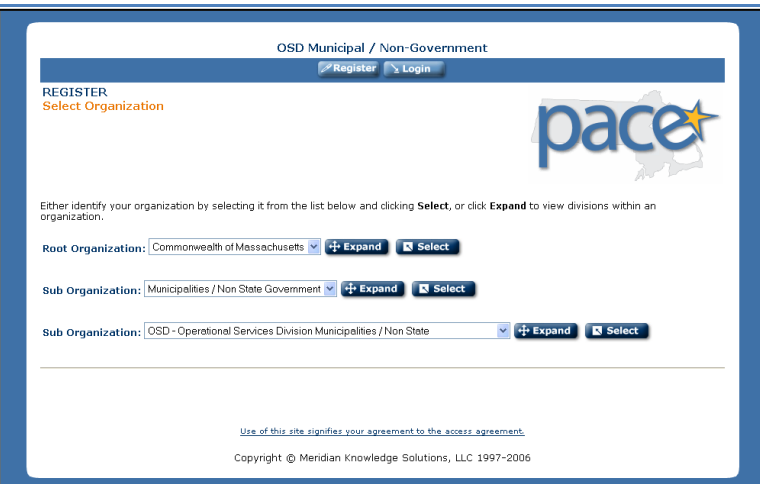
7. In the Root Organization field, select **Commonwealth of Massachusetts**, then click the **Expand** button next to it.
8. In the Sub Organization field, select **Municipal/Non-State Government**. This category is used for all Non-State Government registrants, including vendors. Click the **Expand** button next to it.
9. In the Sub Organization field, select **Operational Services Division**, then click the **Select** button next to it.

Fill out the User Profile form

Fields marked with an asterisk (*) must be completed in order to finish registration. Please complete additional fields as noted below.

10. Include a phone number.
11. Include the city for your business address.
12. In the **Manager's Email** field, enter osdtraining@state.ma.us.
13. For Vendors Only: Scroll down to the **Qualifications** text box. Enter a brief description of your business.
14. Click the **Submit** button when complete.

***Note:** If you require Reasonable Accommodations in order to participate in training, please describe in the **Reasonable Accommodations** field.


Qualifications: Custom graphic designs for business, entertainment, and informational purposes

Screenshot

Directions

New User Registration is complete!

15. Select **Next** to proceed to the PACE login screen.
16. Type in the **Login ID** and **Password** that you created in Step 5.
17. Click the **Submit** button.

Change your password

Your new permanent password is case sensitive and should consist of at least four letters and/or numbers.

18. Enter a **Password** and confirm your Password in the applicable fields.
19. Click the **Submit** button when complete.

Email Confirmation

If an email address is incorrect or missing, click on the link next to the field to correct the email address. When both email addresses are correct, select **Submit**.

Email Address: [Edit email address](#)

Manager Name:

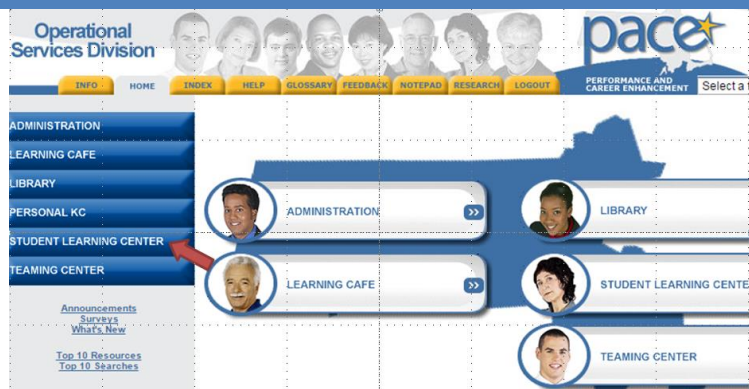
Manager's Email Address: [Find Manager](#)

20. Confirm the email addresses you have entered are correct. Remember, the Manager's Email Address should be osdtraining@state.ma.us
21. Click the **Submit** button.
22. The next screen gives you the opportunity to update your profile. Make changes and click **Submit** if necessary. Otherwise, click **Cancel**.
23. Click the yellow **Home** tab. Subsequent logins bring you to the home page.



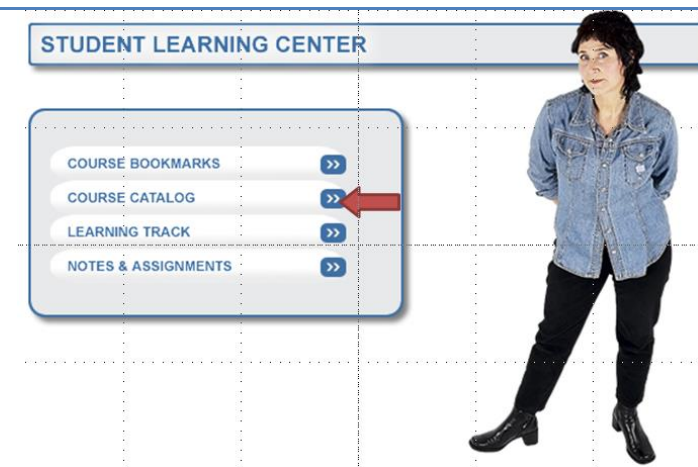
Screenshot

Directions



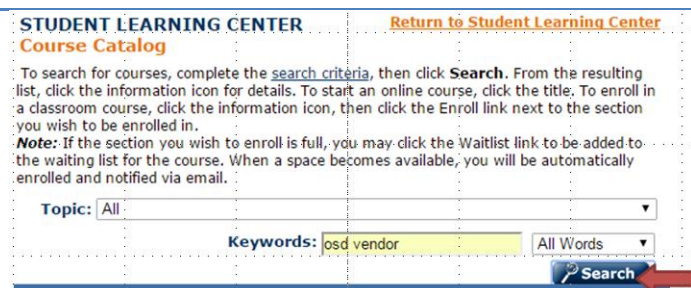
Find a Course

24. Select **Student Learning Center** from the PACE Home Page.



The Student Learning Center displays.

25. Select the **Course Catalog**.



Course Catalog Search Tool.

26. In the **Topic** field, leave the default: All.

27. Type in keyword(s).

- a. For Vendors Only: Enter **OSD - Vendor Course**
- b. For Public Purchasers: Enter **OSD**

28. Click the **Search** button.

Screenshot


Directions

Results

8 record(s) found.

- 1 OSD - How to Create a Departmental Master Blanket Purchase Order [Classroom]
- 2 OSD - Vendor Course: Basic Supplier Diversity Program Overview (Webinar) [Classroom]
- 3 OSD - Vendor Course: COMMBUYS Essentials for Sellers [Classroom]
- 4 OSD - Vendor Course: COMMBUYS How to Locate and Respond to Bids (Webinar) [Classroom]
- 5 OSD - Vendor Course: COMMBUYS Organizational Design and Maintenance for the Seller Administrator [Classroom]
- 6 OSD - Vendor Course: Connecting Your Business to the Commonwealth [Classroom]
- 7 OSD - Vendor Course: Demystifying the RFR - Responding to the Commonwealth's Procurement Opportunities [Classroom]
- 8 OSD - Vendor Course: Small Business Purchasing Program Overview (Webinar) [Classroom]

Search results display in the lower left panel.

29. Find a course that interests you and click the **Info Icon**  to view details.

Type:	Classroom
Available:	Now available
Cost:	\$0.00
Provider:	OSD
Target Audience:	
Funding:	
Prerequisites:	
Credits:	No Credits

This 3 hour, comprehensive class provides vendors with all the tools needed to utilize COMMBUYS. Focused on the Seller role, this instructor-led workshop provides an overview of COMMBUYS functions and features. The covered topics will prepare users to effectively locate and respond to bid opportunities. Hands-on practice includes the essentials of navigation, advanced searching both for bids and contracts, and the creation and submission of quote responses. In addition, attendees will be guided to find and select UNSPSC codes that reflect their business interests.

Section Location, Date and Time	Section Status	Your Status	Your Options
Section 1 OSD - Vendor Course: COMMBUYS Organizational Design and Maintenance for the Seller Administrator Location: Boston - John J. McCormack Building - 1 Ashburton Place - OSD - Training Room Date(s): 01/21/2016-01/21/2016 Time: 09:30 AM-12:00 PM Day(s): Instructor(s): Powers (OSD), Erin	open		Enroll

Course details display in the lower right panel.

30. Scroll down to the Section that best fits your needs.

31. Click the **Enroll** link in the column titled Your Options.

You are now enrolled in the OSD Training class!



Check status or cancel course registration

32. Select **Personal KC** from the blue navigation panel on the left.

33. Courses for which you have registered are listed, including dates, times, and locations, as well as registration status.

34. Should you need to cancel your registration, click the **Cancel** link under the Status heading.

Classroom Courses		
Status	Course	Section Date / Information
Enrolled Cancel	OSD - Vendor Course: COMMBUYS Organizational Design and Maintenance for the Seller Administrator	Section 1 OSD - Vendor Course: COMMBUYS Organizational Design and Maintenance for the Seller Administrator Location: Boston - John J. McCormack Building - 1 Ashburton Place - OSD - Training Room Date(s): 01/21/2016 - 01/21/2016 Time: 9:30:00 AM - 12:00:00 PM Day(s): Instructor(s): Powers (OSD), Erin - Boston, MA

e-Learning Web-based Training Courses		
Status	Course	Start Date / Information